

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**

WEDNESDAY, JUNE 19, 2024, 12:30 PM

**CANYON VIEW COMMUNITY CENTER, BOARD ROOM
AUBURN, CA**

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at kmuscott@auburnrec.com or by calling (530) 537-2186 (M-F).

The public may participate in the meeting in-person or through Zoom. The link for this meeting is <https://us06web.zoom.us/j/89585227021>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 895 8522 7021 to participate.

People using the Zoom website will be able to see and hear the Committee, and the Committee will be able to hear the public. The Committee will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than one hour before the meeting. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities, and meetings, contact Kahl Muscott at (530) 537-2186 or kmuscott@auburnrec.com at least 48 hours in advance to request an auxiliary aid or accommodation.

1.0 CALL TO ORDER

Ingle _____ Holbrook _____

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

3.0 PUBLIC COMMENT – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.

4.0 BUSINESS

4.1 Approval of Minutes from the May 20, 2024 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-4)

Recommendation: Review and approve minutes.

4.2 Approval of Legal Bills

None.

4.3 Committee Appointments (Pages 5-7)

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors amend its policy on how committee appointments are made? Director Lynch has asked for this item to be considered.

Discussion items:

None.

5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL, POLICY & FEE COMMITTEE MEETINGS

None.

6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNMENT

AUBURN AREA RECREATION AND PARK DISTRICT
This agenda is hereby certified to have been posted as follows:

June 14, 2024
Date

10:30AM
Time

Cathy W. Dwyer
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes of the Program, Personnel, Policy, Fee & Legal
Review Committee Meeting
Monday, May 20, 2024 at 12:30 PM
Canyon View Community Center
471 Maidu Drive
Auburn, CA 95603**

1.0 CALL TO ORDER

The meeting of the Program, Personnel, Policy, Fee & Legal Review Committee was called to order at 12:35 PM.

ROLL CALL

Chairman Holbrook and Vice-Chair Ingle were present.

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by the Committee as written.

3.0 PUBLIC COMMENT- This is the time wherein any person may comment on Any item not on the agenda within the subject matter jurisdiction of the Committee. After you are recognized by the Committee Chairperson, please state your name and address for the record (optional). There is a time limit of three minutes.

None.

4.1 BUSINESS

4.1 Approval of Minutes from the April, 2024 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The Committee reviewed and approved the minutes from April 17, 2024, Program, Personnel, Policy, Fee & Legal Review Committee.

4.2 Approval of Legal Bills

None.

4.3 Update to Check Signing Authority

Chairman Holbrook and Vice-Chair Ingle reviewed the Update to Check Signing Authority and forwarded this item to the consent calendar for review and approval.

4.4 District Policy Proposed Amendment – Purchasing limits

Chairman Holbrook and Vice-Chair Ingle reviewed the District Policy Proposed Amendment – Purchasing limits and forwarded this item to the consent calendar for review and approval.

4.5 Bereavement Leave

Chairman Holbrook and Vice-Chair Ingle reviewed Bereavement Leave and forwarded this item to the consent calendar for review and approval.

4.6 ARD’s Pregnancy / Reproductive Loss Policy

Chairman Holbrook and Vice-Chair Ingle reviewed the ARD’s Pregnancy / Reproductive Loss Policy and forwarded this item to the consent calendar for review and approval.

4.7 Committee Appointments

The Committee ask that this item be table until June, 2024.

4.8 Resolution #2024-12: Requesting Election Services from Placer County

Chairman Holbrook and Vice-Chair Ingle reviewed Resolution #2024-12: Requesting Election Services from Placer County and forwarded this item to the consent calendar for review and approval.

Discussion items:

- 1. Fee Waiver Policy Amendment– this item was discussed.

The Committee forwarded the Fee Waiver Policy Amendment to the Board for consideration with a split recommendation. Chairman Holbrook wanted to remove Section “D” (appeals) from the policy and Vice-Chair Ingle wanted add language that specifically provides an 85% fee waiver for the Placer High Safe and Sober Grad Night.

5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE MEETINGS

None.

6.0 ITEMS PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 1:01 PM.

Cathy Warford
Board Secretary

May 24, 2024
Date

4.3 Cover sheet – Committee Appointments

Auburn Area Recreation and Park District Policy Committee May, 2024; June, 2024

The Issue

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors amend its policy on how committee appointments are made? Director Lynch has asked for this item to be considered.

Background

The existing policy for appointing ARD Board members to committees is as follows (from the ARD Board Procedures and Responsibilities Manual):

Section II

DUTIES OF CHAIRPERSON:

It shall be the duty of the Chairperson to preside at all meetings of the Board; to appoint committees and to call special meetings when it may be deemed appropriate and in accordance with policies and applicable laws.

Section III

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

The Chairperson and Vice-Chairperson shall be elected at the last scheduled Board of Directors meeting of each year. The election shall take place at the conclusion of all business items and will use the following procedures with the Chairperson being nominated and elected first, followed by the nomination and election of the Vice Chairperson:

Each Board Member has the right to nominate another Board Member. No second is required for a nomination.

Elections proceed by voting on nominees in the order in which they were nominated. Member first vote on the election of the first nominee. If that person does not receive a minimum of three (3) votes, then a vote is taken on the second Board Member nominated, and so on, until a Board Member receives three votes. If a nominee is elected, a vote is not taken on the remaining nominees since the position is filled. If no one is elected, nominations and voting are reopened, following the same procedures, until the position is filled.

The new Chairperson shall make appointments to each Standing Committee after the elections. The appointments shall be made no later than December 31st of each year.

Director Lynch is proposing the following changes to the policy (changes in red):

DUTIES OF CHAIRPERSON:

It shall be the duty of the Chairperson to preside at all meetings of the Board; to appoint and replace committee members, who may take up the committee position upon approval by the Board, and to call special meetings when it may be deemed appropriate and in accordance with policies and applicable laws.

Per Director Lynch, this proposal would clarify the chairperson's authority to appoint and replace committee members and add that these appointments must be approved by the Board.

The ARD Policy Committee reviewed this proposal in May, 2024 and requested that staff find out what other agencies do. An email was sent out to the CSDA Open Forum, and unfortunately only 3 agencies replied. Their responses are attached.

Recommendation

Review and provide direction. Send a recommendation to the Board.

Fiscal Impact

None

Attachments

Responses from other agencies about committee appointments

Responses from other agencies about committee appointments

Our Board elects officers each December (to be effective January 1) and then the President-elect appoints all of the Representative and Committee positions (hopefully by early January). He/she does solicit input from the Board members on what Committees and entities they want to sit on, but in the end it is the President's decision.

Denise Garzaro
Board Secretary/Office Manager
Inland Empire Utilities Agency

Our Board reviews standing committee appointments listed within Board Policy Manual Appendices at Committee level. Final approval is done each January during review/approval of Board Policy Manual at our regular board meeting.

Athena Laroche
Administrative Specialist
San Bernardino Valley Water Conservation District

HI Kahl- we have a board of 35 and 7 committees they can choose from. At the January board meeting they are give selection forms to pick their top 3 committee choices (similar to picking electives in high school). When they turn in their choices it is first come, first slot filled. The board approves the committee list at the February board meeting.

Tawnia Pett
Executive Assistant/Clerk of the Board
Orange County Mosquito and Vector Control District